

## Attachment A

Sample HQ and District Director Memo to Chief  
Deputy Director, Deputy Director, Division Chiefs,  
and District Deputy Directors

## Memorandum

*Flex your power!  
Be energy efficient!*

To: CHIEF DEPUTY DIRECTOR  
DEPUTY DIRECTORS  
DIVISION CHIEFS  
DISTRICT DEPUTY DIRECTORS

Date: December 11, 2007

From: OLIVIA FONSECA  
Deputy Director  
Civil Rights



JODY JONES  
District Director  
District 3



Subject: Small Business Procurement Fair

Caltrans Headquarters and District 3 are hosting a Small Business Procurement Fair on January 22, 2008.

The purpose of a Procurement Fair is to provide Small Business vendors with an opportunity to meet Caltrans purchasers, exhibit and sell their products in on-the-spot sales, and to develop relationships with Caltrans staff from Headquarters and District 3.

Please review your Division's purchasing needs. Compile a list of your supply needs, and encourage your buyers to hold off on purchasing as much as possible to save the transactions for the date of the fair. Email the names and contact information of the purchasers that you are committing to participate in the Procurement Fair to [procurement\\_fair@dot.ca.gov](mailto:procurement_fair@dot.ca.gov) by December 19, 2007. A pre-meeting for purchasers will be scheduled to provide instructions on their participation at the Procurement Fair. They will be notified of the date, time and location of the pre-meeting. Purchasers should bring their list of supply needs to this meeting. The Procurement Fair will be held:

**Tuesday, January 22, 2008**  
**9 a.m. - 2 p.m.**  
**Sacramento Employment & Training Agency (SETA)**  
**925 Del Paso Boulevard**  
**Sacramento, CA 95815**

Please make every attempt to have your purchasers participate in the Small Business Procurement Fair. Purchasers should arrive at the Procurement Fair no later than 8:00 a.m. the morning of the event to set-up their tables and to receive further instructions.

OLIVIA FONSECA  
JODY JONES  
December 11, 2007  
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Should you have any questions concerning this event, contact Tiffani Alvidrez, the Office of Civil Rights at (916) 324-0453.

Together we can make this a success.

Attachments

c: Tiffani Alvidrez, Office of Civil Rights